

**FORT BRAGG, NC  
NONAPPROPRIATED FUND  
VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 30-2004**

**DUTY SCHEDULE: REGULAR FULL-TIME**

**ORGANIZATION: CASBC/HOSPITALITY/SPORTS USA**

**POSITION TITLE, SERIES, AND GRADE: ASSISTANT MANAGER, NF-1101-03**

**SALARY RANGE: \$27,131.00PA – \$31,305.00PA**

**AREA OF CONSIDERATION: WORLDWIDE**

**OPENING DATE: 10 MAR 2004**

**CLOSING DATE: 17 MAR 2004**

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**MAJOR DUTIES:** Manages a business activity as an assistant manager. Recommends and enforces operating procedures. Represents the activity to the public. Conducts surveys, reviews activity reports and makes recommendations concerning services, promotional activities and revenue improvements. Supervises assigned staff.

**QUALIFICATION REQUIREMENTS:** Work experience or education directly related to the duties to be performed.

**HOW TO APPLY:** Interested applicants must submit a DA Form 3433 / Resume no later than 4:00 p.m. on the *CLOSING DATE* to NAF Human Resources Center, Building 2-1515, Jackson Street, Fort Bragg, North Carolina 28310-5000. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays. Questions should be directed to (910) 396-8933.

**EMPLOYMENT PREFERENCES:** (1) Military Spouses: Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, Reserves, and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spouse preference and a copy of sponsor's PCS orders with the application for a position. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSAs where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlements for the current PCS of the sponsor. (2) Involuntary Separated Military Members (ISM): Preference will be given to eligible members of the Armed Forces, and their family members, who were involuntarily separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214, or DD Form 1173 for family members, or a copy of official letters that indicate eligibility from the Department of the Army. (3) Current or Former Nonappropriated Fund Employees. (4) Outside Applicants, Veterans. (5) Outside Applicants, Non-veterans.

**BACKGROUND CHECKS:** Installation Records Checks (ICR) are required for all positions. All background checks are a condition of employment for all employees. **A National Agency Check is required.**

**REASONABLE ACCOMMODATION:** Fort Bragg NAF provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF Human Resources Center. Requests for reasonable accommodations are made on a case-by-case basis.

**WHISTLEBLOWER PROTECTION:** Applicants for employment are protected for reprisal in making protected disclosures.

**CONDITIONS OF EMPLOYMENT:** All eligible qualified applicants will receive consideration regardless of race, color, religion, sex, age, marital status, handicap, national origin, or political affiliation. DA NAFIs are equal opportunity employers. The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF Human Resources Center. Requests for reasonable accommodation are made on a case by case basis.

**In accordance with Army Regulation 215-3, applicants must present their social security card to the NAF Human Resources Center before they can be appointed. Failure to provide this information will result in denial of employment.**

***All candidates are required to enroll in Direct Deposit or Electronic Fund Transfer***

**ALL PRIOR MILITARY APPLICANTS MUST SUBMIT A COPY OF DD FORM 214, MEMBER 4**